

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240

July 18, 2002

In Reply Refer To:  
1824 (630) P

EMS TRANSMISSION 07/22/2002  
Instruction Memorandum No. 2002-209  
Expires: 09/30/2003

To: All SDs, ADs, and CDs

From: Director

Subject: Federal Register Notice Review Policy

DD: 08/30/2002

**Program Area:** All

**Purpose:** The purposes of this Instruction Memorandum (IM) are to:

- List the types of Federal Register Notices you may now send directly to the Office of the Federal Register; and,
- Provide guidance on the quality standards we expect you to meet when you prepare Federal Register Notices

**Policy/Action:** Effective immediately, you may send certain Federal Register Notices directly to the Office of the Federal Register. You no longer have to send them to Washington for clearance. The types of notices you may send are:

- plats of survey
- general meeting notices
- calls for nominations to boards or commissions
- information collection
- Advisory Committee meetings

Attachment 1-1

**You must continue to send all other Federal Register notices to the Washington Office for clearance.**

In addition, you must send copies to the Regulatory Affairs Group of all notices you send directly to the Federal Register. That office will maintain a file of all notices and spot check for quality content, clarity, and consistency. We will continue to monitor the notices sent directly to the Federal Register to ensure that they comply with administration policies and Departmental goals and objectives.

Advisory Committee meeting notices must continue to include a list of meeting topics. If you announce several meetings at once, the notice must contain the date, time, and location of each meeting however, you are required to publish the topics only for the next meeting.

We recommend that you continue to send notices via FedEx. The Office of the Federal Register will accept FedEx packages at the following address:

Office of the Federal Register  
800 North Capitol Street  
Room 700  
Washington, DC 20001

Do NOT send mail via U.S. Postal service to the above address. It is not the mailing address for the Office of the Federal Register and, therefore, the mail is likely to get lost.

If you choose to use the U.S. Postal service to send notices to the Office of the Federal Register you should send them to the following address:

Office of the Federal Register  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740-6001

Using the College Park address expedites delivery (as compared to a Washington, DC mailing address) and also protects your disks and documents from irradiation. Any documents you mail to their Washington address get irradiated.

In conjunction with the Assistant Secretary's delegation, BLM has the responsibility to assure that our Federal Register notices meet a high quality standard. All offices should use the Federal Document Drafting Handbook as a guide for preparing notices in proper format. The Handbook is available at [www.archives.gov/federal\\_register/document\\_drafting\\_handbook/read.html](http://www.archives.gov/federal_register/document_drafting_handbook/read.html). Chapter 3 discusses in detail the types of notices we normally publish.

In addition:

-We ask that you emphasize the use of plain language principles. These notices are for the benefit of the public and we should write them as clearly and concisely as possible; avoiding unnecessary legalistic, jargon laden language. Try to use pronouns and an active voice.

-We will schedule a 1-2 day training class at the National Training Center during FY 2003. The course will include both plain language principles and Federal Register requirements. Class participants should be staff members who frequently prepare Federal Register notices. You may include resource specialists as well as public affairs staff. Please notify Kelly Odom, Regulatory Affairs Group, by August 30, 2002, of the number of people you plan to attend.

-We recently sent Public Affairs Officers (PAO) a template for notices which announce RAC meetings. Periodically we will send PAOs additional templates. The purposes are to establish uniformity in appearance and, where possible, consistent language. We urge you to use these templates.

**Background:** Since January, 2001, State and Field offices have had to submit all Federal Register notices to the Washington Office for Department review and approval before publication. On June 19, 2002, the Secretary's Office delegated the review of certain notices to the Assistant Secretary and on June 28, 2002 she further delegated these notices to BLM. This memo delegates preparation of the notices to the field.

**Timeframe:** This policy is effective immediately.

**Budget Impact:** None

**Points of Contact:** Michael Schwartz, WO 630, 202-452-5198  
Kelly Odom, WO 630, 202-452-5028

Signed by:  
Kathleen Clark  
Director

Authenticated by:  
Robert M. Williams  
Policy & Records Group, WO-560

2 Attachments

- 1 - Office of the Secretary Memo (1 p)
- 2 - Assistant Secretary's Memo (1 p)

Attachment 1-3



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

June 19, 2002

## Memorandum

To: Regulatory Contacts

From: Fay S. Iudicello, Acting Director *FS*  
Executive Secretariat and Regulatory Affairs

Subject: Review of Notices

Effective immediately, publication in the Federal Register of notices in the categories listed below should be handled in accordance with instructions from the appropriate Assistant Secretary's office. Each Assistant Secretary will have oversight responsibility for these notices and should have mechanisms in place to ensure that these notices are coordinated with other DOI bureaus affected by these notices.

- notices of meetings
- notice of historic preservation nominations
- information collection
- notice of threatened and endangered species permit applications/issuances
- notice of marine mammal permit applications/issuances
- notice of surveys/plate designations
- calls for nominations
- advisory committee meeting notices

All proposed and final rules and other policy-making documents intended for Federal Register publication will require clearance from this office. A copy of the Solicitor's Office surname must accompany these documents.

Attachment 1-4

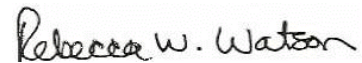
United States Department of the Interior  
OFFICE OF THE SECRETARY  
Washington, D.C. 20240

JUN 28 2002

MEMORANDUM

To: Director, Bureau of Land Management  
Director, Minerals Management Service  
Director, Office of Surface Mining Reclamation and Enforcement

From: Assistant Secretary, Land and Minerals Management



Subject: Delegation of Authority and Responsibility for Federal Register Notices

I have received the attached memorandum to Regulatory Contacts dated June 19, 2002, from the Acting Director, Executive Secretariat and Regulatory Affairs. That memorandum delegates oversight responsibility for the Federal Register notices listed in it to the program Assistant Secretaries.

I assume that the Acting Director is speaking on behalf of the Secretary's Chief of Staff; therefore, with this memorandum, I am delegating to you the responsibility delegated to me for the documents listed by the Acting Director. I expect that you will institute appropriate procedures to ensure that all Federal Register notices in the categories listed in the Acting Director's memorandum comply with administration policies and Departmental goals and objectives and are coordinated with other affected Department bureaus. I expect that you will delegate signature authority and the responsibilities described above to the appropriate levels within your bureau.

Please ensure that your staff understand that this delegation is for the listed documents only. Until further notice, all other Federal Register documents will be reviewed under the current protocol.

Attachment

Attachment 1-5